

hammond



DAVID E. JANSSEN
Chief Administrative Officer

County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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July 11, 2001

Board of Supervisors

GLORIA MOLINA
First District

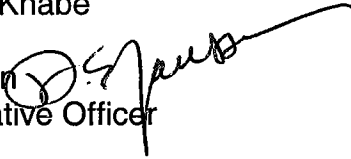
YVONNE BRATHWAITE BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

To: Supervisor Michael D. Antonovich, Mayor
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: David E. Janssen 
Chief Administrative Officer

PURCHASE ORDER REQUEST FOR INDEPENDENT CONSULTANT

At the Board meeting on June 26, 2001, Mark L. Briggs, Co-chairman of the Los Angeles County Commission on HIV Health Services (Commission), addressed the Board requesting assistance on expediting a Purchase Order (PO) for an independent consultant to conduct an assessment of the Los Angeles County Ryan White CARE Act Title I Administrative Mechanism. The Board instructed my office to look into the status of the request and to report back.

The assessment entails the review of the Office of AIDS Policy and Programs' process and procedures required to receive the annual Ryan White CARE Act Title I funding allocation. The Department of Health Services (DHS) estimates that the PO to conduct the assessment will not exceed \$30,000. The Commission requested an outside contractor to lend more credibility to the final product and reduce the possibility of conflicts of interest resulting in a more professionally rendered assessment.

On June 20, 2001, DHS advised the Health Board Deputies of the PO request. On July 10, 2001, DHS submitted the PO request to the Internal Services Department and are working with them to expedite and process the request by July 13, 2001.

If you have questions, please let me know, or your staff may contact Liz Lainez at (213) 893-9741.

DEJ:CA
EL:tld

c: Executive Officer, Board of Supervisors
Internal Services Department
Department of Health Services

Together We Can Conserve Energy

